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DD/S&T 1324-70

14 April 1970

MEMORANDUM FOR: CIA Records Management Board

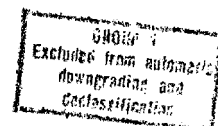
SUBJECT : Quarterly Report
January-March 1970

1. The Directorate of Science and Technology is continuing to screen records prior to their retirement to the Archives and Records Center. During this quarter a total of 270 cubic feet of records were deposited at the Archives and Records Center. Since this quarter is the beginning of a new calendar year, an increase of records deposits over the last quarter is not unusual. Also, there was approximately 100 cubic feet of records that were either destroyed at the Archives and Records Center or Headquarters.

2. The review and revision of Records Control Schedules continues. Revisions of three ORD Schedule items were approved. These changes will reflect considerable reduction in retention periods and a cancellation of a need to deposit a voluminous files series at the Archives and Records Center. In addition, a complete update of Records Control Schedules in the Office of Research and Development (ORD) and the Foreign Missile Space and Activities Center (FMSAC) is in progress and should be completed in the next quarter.

3. A comparison was made of total volume of records deposited at the Archives and Records Center of this quarter against the same quarter last year. There was only an increase of 290 cubic feet. There is every reason to believe that this trend will continue; it is indicative of the awareness and involvement of each Office records officer that have been realized from the institution of the purge.

4. In the area of microfilming, the OSP 1969 cable reference file was microfilmed using 18 rolls of 16mm film. Once indexed the film will be spliced to the 1968 film and the hard copy will be destroyed. One 3M Reader/Printer with microfiche attachment was purchased and received by OSP to be used for the cable reference file and other microforms presently being received by that Office.



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5. OEL/DD/S&T purchased a 3M Reader/Printer 400 for the support of a project which will be operational soon and requires the need of such equipment. The yearly microfilming of FMSAC publications was completed this quarter. A requirement was levied against PSD/OL to make tests of select telemetry analogs for the purpose of the conversion to microfiche. There is approximately 800 cubic feet of analogs involved and are stored both in the Archives and Records Center and Headquarters. In addition to the analog file, select contractor reports have been identified for microfiche. These files are a continuing activity.

6. As I have mentioned on previous occasions, I am apprehensive of the capabilities of Printing Services Division in the area of microfiche. Although everyone agrees that this type of microform is applicable and desirable, there seems to be a reluctance to provide this kind of service unless the office sets up its own microfiche production capability. I highly recommend that the Agency provide the necessary support to the Directorates in all phases of approved microforms from roll microfilm to aperture cards and microfiche. If present attitudes persist in partial support of all phases of microforms, the present enthusiasts and supporters of microfilm that have been gained in this Directorate will eventually be lost.

7. Closing on an optimistic note this Directorate will continue to pursue all aspects of good records management during the next quarter and hopefully resolve problems as they arise.

8. Attached for your information are copies of quarterly reports received from some Offices within the Directorate.

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DD/S&T Records Management Officer

Attachments:
As Stated

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